



INFORMATION FOR PROSPECTIVE BOARD MEMBERS

Friends of the Wolf Lake State Fish Hatchery (FOWL)

INTRODUCTION

Wolf Lake State Fish Hatchery was established in 1927 and completely renovated in 1983. This facility produces a wide range of fish species for both inland and Great Lakes waters. Coldwater species produced for Great Lakes waters include steelhead trout and Chinook salmon. Cool water species produced at this facility include, walleye, Great Lakes muskellunge (the only facility to rear this species), and channel catfish (obtained from other states). These species are produced and stocked in inland and Great Lakes waters. This facility has both indoor and outdoor rearing facilities. The indoor facilities include 20 rectangular, concrete tanks, incubation areas with Heath trays and McDonald hatching jars for cold and cool water eggs, and over 40 circular tanks for cool water fish production. The outdoor facilities include 12 large production raceways, four lined rearing ponds and 11 earthen ponds.

The Wolf Lake State Fish Hatchery Visitor Center features exhibits on the importance of lakes and wetlands to the Great Lakes, fisheries history, commercial fishing, lake sturgeon rehabilitation and offers tours of the hatchery. In addition, the Visitor Center offers many family oriented programs throughout the year, including, a children's fishing program on Friday evenings and Saturday mornings throughout the summer, archery, nature hikes, hunter safety, owl prowl and the Salmon in the Classroom program to mention a few.

Friends of Wolf Lake (FOWL) Due to budget cuts and a subsequent reduction in staffing and programs at the Visitor Center, a group of volunteers and friends met in 2009 to discuss ways to help minimize the impact of the budget cuts on the programs and services offered by the Visitor Center. These discussions led to the decision to form a non-profit group to help provide resources to maintain the viability of the Visitor Center. After many hours of effort, FOWL was formed. They received their non-profit status in August of 2011. Since that time, the Board of Directors have worked hard to become self-sufficient after borrowing startup money from their colleagues at the Oden Fish Hatchery near Petoskey. Since that time, we have become financially stable and have been providing the Visitor Center with the resources necessary to not only maintain the programs being offered, but to improve them and add new infrastructure. Consequently, the Boards emphasis during the next few years will be to build membership in FOWL, fill Board vacancies, and continue to raise the funds necessary to fulfill its mission.

Included in this packet is additional information about FOWL and the Board that will hopefully answer questions you may have and help you make an informed decision. If you have an interest in becoming a member of the FOWL Board, please complete the Application attached to this document and send it to the address shown. All applications will be reviewed by the board to assess the applicant's qualifications. Applicants who meet a current board need will be interviewed by the board before a selection is made. All applications will be filed, and applicants will be contacted when future board openings occur.

Some benefits of becoming a Board member include:

- The opportunity to make an impact and assist in the development of our organization and the community.
- An opportunity to be recognized as a leader in the field of non-profit and natural resources.

If you have questions, or would like additional information, please contact JC Schneider, Board President (269 668-6686 or jcs5@frontier.com).

PROSPECTIVE BOARD MEMBER INFORMATION SHEET

Following is a summary of FOWL Board activities. If, after reading this, and other material in this packet, you are still interested in being a board member, please complete and submit the enclosed application.

Purpose of this form	This form provides you with basic information about what FOWL requires from its Board members.
Term of office:	Two years. Elected at Annual General Meeting. Directors may serve a maximum of six years. Directors may be appointed by the Board to fill vacancies until the next Annual General Meeting.
Fund Raising	All board members are expected to make an annual donation to the organization that is personally meaningful. In addition, directors are expected to attend fundraising annual and special events. Some board members may be asked to make presentations to funders and donors.
Time Requirements:	We require a time commitment of about 88 hours per year, or an average of seven hours per month for board meetings, committee meetings, orientation sessions, and special events, including preparation time. We do most of our work in meetings. We cannot do a good job or meet deadlines without full participation from members.
Board Meetings	The FOWL Board meets the second Monday of each month for two hours. Meetings are held at the Hatchery Visitor Center unless circumstances dictate otherwise.
Committee Meetings	Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Attendance is essential for the committees to do their work.
Orientation Sessions	There will be an orientation session for all new board members. Attendance is mandatory.
Other Time requirements	<p>We hold an Annual General Meeting in November. In addition to a regular board meeting, the board summarizes its activity during the year. FOWL membership is invited to attend.</p> <p><u>Social Events:</u> We normally have at least one or two social events per year where staff, FOWL membership and board members can interact.</p> <p><u>Strategic Planning:</u> We normally hold a ½ day retreat each year to review and update our strategic plan and By Laws.</p>
Selection Process	<ul style="list-style-type: none"> • Board members and Staff identify prospective board members. These are individuals who have demonstrated leadership and commitment to values shared by FOWL • Prospects receive this information package. If still interested they submit the application • Prospect is interviewed by Membership Committee. • On recommendation of Membership Committee, name is placed on the slate for election by the membership at the next board meeting. • If approved, a Mentor will be assigned to the new member who will provide orientation and introduction to the board.

Approach to Governance	Briefly stated, we believe that the Board's role is to ensure that FOWL establishes and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress.
Our Mission and Goals	Mission : Practice and promote the stewardship of Michigan's natural resources through education, conservation and management by utilizing interpretive programming, outdoor exploration, exhibits and displays,
Directors' Code of Conduct	<p>Our board members sign this code of conduct</p> <p>As a Board member of FOWL, I will</p> <ul style="list-style-type: none"> • be committed to the mission of FOWL • act in a manner consistent with the mission and values of FOWL • focus my efforts on the mission of FOWL and not on my personal goals • accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors • Avoid conflicts of interest between my position as a board member and my personal and professional life. • Support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions. • Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board. • Keep confidential matters confidential. • be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the Board • ensure that discrimination is never practiced at FOWL • Act in a manner consistent with this Code of Ethics despite personal opinions, values or differences. • attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to FOWL

Upcoming Meetings & Events	<u>Regular board Meetings</u> Second Monday of the Month	<u>Annual General Meeting</u> Second Monday in November	

By-Laws for the
Friends of Wolf Lake State Fish Hatchery

Article I – Name

The name of this association shall be Friends of Wolf Lake State Fish Hatchery, but will operate under the name of Friends of Wolf Lake (FOWL)

Article II – Mission Statement

Practice and promote the stewardship of Michigan's natural resources through education, conservation and management by utilizing interpretive programming, outdoor exploration, exhibits and displays

Article III – Purpose

Section 1 – The operations, and use of property, and assets of Friends of Wolf Lake shall be for natural, scientific, interpretive and other educational purposes as set forth in the Articles of Incorporation

Section 2 – Friends of Wolf Lake is a support association, and as such, its functions and activities are the result of an ancillary to the promotion of these programs. The association provides physical effort and expertise, initiation of ideas to promote the hatchery visitor center, and financial support for authorized programs which are not within the hatchery visitor center budget

Section 3 – Friends of Wolf Lake shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any section of any future tax code or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code

Section 4 – No part of the net earnings of Friends of Wolf Lake shall incur to the benefit of any member, director, officer, or any private individual (except that reasonable compensation may be paid for services rendered to Friends of Wolf Lake), and no member, director, or officer shall be entitled to share in the distribution of any of the Friends of Wolf Lake's assets upon dissolution of the association

Section 5 – No part of the activities of Friends of Wolf Lake shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by the Internal Revenue Code section 501(h)), and the association shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office

Article IV – Membership

Membership shall be open to anyone subscribing to the purpose of the association who pays the dues fixed by the Board of Directors

Article V – Board of Directors

Section 1 – The Board of Directors shall be composed of seven (7) voting members plus the hatchery visitor center park interpreter, or naturalist, who shall be ex-officio members of the Board but shall not vote

Section 2 – The first Board of Directors elected after the adoption of these By-laws shall be divided into three (3) classes of directors, each class to serve for terms of one (1), two (2) and three (3) calendar years respectively. Thereafter, directors shall be elected for three (3) year terms, one-third (1/3) to be elected each year

Section 3 – Directors shall be elected by the Board at the regular or special meeting to be held in the month of November prior to the Thanksgiving holiday

Section 4 – Directors who have served two (2) consecutive three (3) year terms shall not be eligible for re-election for one calendar year

Section 5 – The Board of Directors shall elect a President for a term of two (2) years, and a Vice President, Secretary and Treasurer from among their numbers for terms of one (1) year at the first meeting of the appropriate year

Article VI – Duties of the Board of Directors

The Board of Directors shall have general supervision of the affairs of the association: make recommendations for action on such items as budget projects and proposed non-budget expenditures of over two hundred dollars (\$200.00) except purchases of inventory in the ordinary course of business. In the event of a vacancy in any office, fill the vacancy for the unexpired term: where the Secretary or Treasurer has failed to provide timely reports as deemed necessary by the Board, to name a replacement; establish the purpose of all committees; direct the audit of the Treasurer's records at least once annually; perform such other duties as may be prescribed by these By-laws or by law

Article VII – Duties of the Officers

Section 1 – All elected officers shall serve on the Board of Directors

Section 2 – The President shall: preside at all meetings on the association, and the Board of Directors; exercise general supervision over the interests and welfare of the association; appoint the Assistant Treasurer and all committee chairs as needed; be an ex-officio member of all committees; call all meetings of the association, and the Board of Directors; perform such duties as are required by the Board of Directors

Section 3 – The Vice President shall: act in the absence of or during the incapacity of the President; accept at least one other responsibility as may be agreed upon by the Vice President and the President

Section 4 – The Secretary shall: write and maintain minutes of all meetings of the association, and the Board of Directors; provide minutes in a timely fashion to the Board of Directors as determined by the President; appoint a substitute Secretary when the Secretary cannot perform these duties; perform other such duties as may normally be a part of the office of the Secretary as assigned by the President or the Board of Directors

Section 5 – The Treasurer shall: receive, and account for, all funds of the association, as directed by the Board of Directors; make authorized disbursements by the issuance of checks; keep and maintain appropriate financial records which shall be subject to inspection and audit as directed by the Board of Directors; prepare and submit such financial statements or reports as may be required and/or as requested by the President or Board of Directors to include as a minimum a yearly budget, semi-annual cash flow analysis and monthly financial statements; perform such other duties as may be assigned by the President or the Board of Directors

Article VIII – Committees

The President shall annually appoint the Chairpersons of the following committees. The Chairperson of each committee may choose the members of the committees.

Section 1 – AUDIT – The duty of this committee will insure the requirements for the annual audit and semi-annual cash flow analysis be accomplished per the associations financial policy

Section 2 – MEMBERSHIP – The duty of this committee shall be to attract new members, attempt to obtain the continuing membership of those who have become delinquent in the payment of their dues, written communication with members and updates the association database on a regular basis

Section 3 – NEWSLETTER – The duties of this committee shall be to prepare and mail/email the Hatchery Happenings newsletter to the membership

Section 4 – PUBLICITY – The duty of this committee shall be to publicize, through public media, the purposes, programs and gift shop advertisements of the association with the view to further the beneficial work being done by the association

Section 5 – PROGRAM – The duty of this committee shall be to make all plans and arrangements for all meetings of the association. This committee shall promote interest and appreciation through lectures, discussion and exhibits to the membership and keep the association informed in a timely manner concerning upcoming Friends of Wolf Lake programs

Section 6 – VOLUNTEER COORDINATOR – The duty of this committee shall be to coordinate the volunteer needs as directed by the President and/or Park Interpreter of the Wolf Lake State Fish Hatchery Visitor Center

Section 7 – The President shall appoint any other committees the Board may deem advisable

Article IX – Meetings

Section 1 – Regular meetings of the Board of Directors shall be held as fixed by the Board. Special meetings of the Board or the association may be called by the President, or at the request of two (2) directors

Section 2 – A quorum at any meeting of the Board of Directors shall consist of a majority of Directors. Except where otherwise prescribed in the By-Laws, decisions shall be made by majority vote

Section 3 – Notice for any special meeting of the association must be provided in writing to the membership at least ten (10) days prior to the meeting

Section 4 – Notice for any special meeting of the Board of Directors must be provided to the Directors at least three (3) days prior to the meeting

Article X – Removal from Office

Any officer may be removed from office by three-fourths (3/4) vote of the total membership of the duly elected members of the Board of Directors. Any Director who is absent from three (3) consecutive meetings of the Board without excuse may be replaced by a majority vote of the Board

Article XI – Dues

The annual dues of the members shall be determined from year to year, the amount to be fixed by the Board of Directors

Article XII – Fiscal Year

The fiscal year of this association shall be from October 1 to September 30

Article XIII – Fiscal Policy

Section 1 – The Board of Directors must approve all expenses of the association except as outlined below

Section 2 – All new ventures in the activities of the association, such as a major publication, handling of a possible controversial sales item, the purchase of costly objects, the development of interpretative facilities in any Michigan State Park or the purchase of land, shall be approved by the Board of Directors, and expenditures specifically authorized for such purposes by the Board before the Treasurer may make disbursements in these matters

Section 3 – Whenever the cash balance of Friends of Wolf Lake is deemed to be in excess of actual needs for the immediate future, the Board of Directors may authorize the investment of any surpluses in United States Government bonds and/or savings accounts in banks or savings and loan associations where deposits are guaranteed by the Federal Government. Such deposits shall be made in the name of Friends of Wolf Lake association with the authority for the making of deposits and withdrawals vested in the President and Treasurer of Friends of Wolf Lake association. Also, the Board of Directors may choose to use surplus funds to establish or add to a fund with a community foundation certified by the State of Michigan that is for the benefit of Friends of Wolf Lake association. The Board of Directors if further empowered to authorize loans or donations to other cooperating associations for the purpose of furthering their educational work therein, when deemed advisable

Section 4 – There shall be no cash disbursements except from petty cash funds which are authorized for this use. The amount of the petty cash shall be established by the Board of Directors. Reimbursement of the petty cash fund shall be made by check at any time by request to the Treasurer. Such reimbursements must be supported by valid receipts to cover all expenditures made from the fund

Section 5 – The Marketing, Education and Technology division of the Michigan Department of Natural Resources, shall be duly authorized to examine the records and review the internal controls of the business operations and to evaluate the benefits occurring to the Michigan Department of Natural Resources from its cooperation with the association

Article XIV – Amendments

These By-Laws may be amended by a majority vote of the Directors at a regular or special meeting of the Board of Directors, provided that the proposed amendments shall have been submitted in writing to each Director at least five (5) days before the meeting

Adopted by the Board of Directors, August 2010



APPLICATION FOR BOARD MEMBERSHIP

Please return to:

Friends of Wolf Lake
Wolf Lake Fish Hatchery
CR 652
Mattawan, MI 49071

friendsofwolflake@gmail.com

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Email: _____

Occupation: _____

Education: [☐] High School Diploma [☐] College Degree Major(s): _____

[☐] BA/BS

[☐] Masters

[☐] PhD/MD/DDS/JD

Prior Non-Profit Experience (Board or Organization) [☐] yes [☐] No

If Yes, Explain: _____

Community Organizations you are or were involved in: _____

Why are you interested in FOWL? _____

List any Special Skills/Experience (eg. computer, photography, writing, fish, birds, mammals, accounting, fundraising, community projects, legal, marketing, sales, environmental, etc.)

FOWL Board meets once a Month for 2 Hours. Will you be able to attend [☐] Yes [☐] No In addition to meetings, approximately how many hours a Month would you be able to spend on FOWL related activities? _____

References, list at least two.

Name: _____ Phone: _____ How long known _____

Name: _____ Phone: _____ How long known _____

Name: _____ Phone: _____ How long known _____

Attach resume' or short biography if available.

Thank you for your interest in FOWL.